

GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH & FAMILY WELFARE
HEALTH- VII BRANCH

NOTIFICATION

No 637/2021-4H-7/2101.

Dated Chandigarh 29/9/2021

As per recommendations of the Ministry of Health & Family Welfare & Indian Council of Medical Research Guidelines for Official Document for COVID-19 Death (issued in compliance to the Hon'ble Supreme Court Order dated 30.6.2021 in WP(Civil)No. 539 and WP(Civil) 554 of 2021, a District Level Covid-19 Death Ascertaining Committee (CDAC) is constituted for issuance of Official Document relating to COVID-19 deaths to the family members of the deceased, who died due to COVID-19.

1	Additional Deputy Commissioner(General)	- Chairperson
2	Civil Surgeon	- Member Secretary
3	Assistant Civil Surgeon	- Member Convener
4	Medical Superintendent / Principal Medical College(if one exists in the district)	- Member
5	Head of Department(Medicine)of Medical College(if one exists in the district)	- Member
6	Epidemiologist/In-charge Covid Cell of the district	- Member

Terms of reference of the District Level Committee are as under -

- Guideline staff
- i) COVID-19 cases which are not resolved and have died either in hospital settings or at home and where a Medical Certificate of Cause of Death (MCCD) in form 4 & 4A has been issued to the registering authority, as required under section 10 of the Registration of Birth and Death(RBD)Act-1969 will be treated as a COVID-19 death and a copy of the MCCD Certificate is to be made available to the next of kin of deceased (upon request).
 - ii) As per the study by Indian Council of Medical Research(ICMR) 95% deaths take place within 25 days of being tested COVID positive. To make the scope broader and more inclusive, deaths occurring within 30 days from the date of testing or from the date of being clinically determined as a COVID-19 case, will be treated as "Deaths due to Covid-19" even if the death takes place outside the hospital/ in-patient facility.
 - iii) However, a COVID-19 case while admitted in the hospital/in-patient facility and who continued as the same admission beyond 30 days and died subsequently shall also be treated as a COVID-19 death.
 - iv) In cases where the MCCD is not available or the next of the kin of the deceased is not satisfied with the cause of death given in MCCD(Form 4/4A) and which are not covered by the aforesaid scenarios, the above mentioned Committee at the district level will follow the procedure outlined below:
 - a) The next of kin of the deceased shall submit a petition to the Deputy Commissioner for issuance of the appropriate Official Document for Covid 19 deaths.
 - b) The Official Document for COVID 19 death will be issued by the aforesaid district level Committee (in the format annexed)after due examination and verification of all facts.

- c). The Official Document for COVID-19 Death shall also be communicated to the office of Chief Registrar (Births and Deaths) Punjab and the Local Registrar of Births and Deaths who issued the death certificate.
- d). The Committee shall also examine the grievances of the next of kin of the deceased, and propose necessary remedial measures, including issuance of an amended Official Document for COVID-19 Death after verifying the facts in accordance with these broad guidelines.
- e). The application for issuance of Official Document for COVID-19 Death and for redressal of grievances shall be disposed of within 30 (thirty) days of submission of the application/grievance.
- f). The Assistant Civil Surgeon-cum-Member Convener is to ensure that a meeting of the committee is convened once every 30 (thirty) days and it is the mandate of the committee to ensure that there is no pendency for removal of anomalies/ grievances/ fresh issuance of Official Document for Covid-19 Death beyond the stipulated timeline of 30 (thirty) days.
- g). The committee is to maintain a documented record/ copies of all such issued official Documents for Covid-19 Deaths & provide a detailed report regarding the same to the office of Chief Registrar, Births and Deaths once every 30 (thirty) days.

Chandigarh
Dated: 16.09.2021

(Alok Shekhar, IAS)
Principal Secretary to Government of Punjab
Department of Health & Family Welfare Punjab.

Endst No: 6/37/2021-44-7/2101/1 - 2114. Dated Chandigarh 29/09/2021.

A copy of the above is forwarded to the following for information and compliance

1. All Commissioners of Divisions in the State of Punjab.
2. The Mission Director National Health Mission Punjab Chandigarh.
3. The Managing Director, Punjab Health Systems Corporation Punjab (SAS Nagar).
4. All the Deputy Commissioners in the State of Punjab.
5. The Director Health & Family Welfare Punjab Chandigarh.
6. The Director Health Services (FW) Punjab Chandigarh.
7. The Director Health Services (SI) Punjab Chandigarh for circulation in all the institutions under ESI
8. The Director Research & Medical Education Punjab Chandigarh.
9. The Principal, Govt Medical College Amritsar
10. The Principal, Govt Medical College Faridkot
11. The Principal, Govt Medical College Patiala
12. All the District Registrars, Births & Deaths-cum- Civil Surgeon, Punjab
13. Medical Superintendent, Mata Kaushalya Hospital, Patiala, BBMB Hospital, Nangal and Civil Hospital Jalandhar.
14. Accountant General Punjab Chandigarh

Gurdeep Singh
Under Secretary to Government of Punjab
Department of Health & Family Welfare Punjab

Endst No 6/37/2021-44-7/2115.

Dated Chandigarh 29/09/2021.

A copy of the above is forwarded to the Controller Printing & Stationery Punjab Chandigarh along with two attested copies for publishing the above notification in the Punjab Govt. Gazette and for supplying 50 copies of the same to this department.

along with Annexure 'A'

Pran Kumar
29/09/21
N 1117-7 1117
1117-7 1117

Gurdeep Singh
Under Secretary to Government of Punjab
Department of Health & Family Welfare Punjab

OFFICIAL DOCUMENT FOR COVID-19 DEATH

(Issued in compliance to the Hon'ble Supreme Court Judgement dated 30th June 2021 in WP (Civil) No. 539 of WP (Civil) 554 of 2021)

Shri/Smt./Kumari

son/wife/daughter of Shri/Smt.

Resident of

(Address of the deceased at the time of death) expired on (date of death)

at

(place of occurrence of death). This death is registered vide registration number

..... in the Office of Local Registrar of (Births and Deaths)

.....

(Address of local registrar as per death certificate).

The Covid-19 Death Ascertaining Committee (CDAC) District....., Punjab hereby certifies that the said person "Died due to COVID-19".

Name and signature of the Chairman of CDAC,

District, Punjab.

Place of Issue

Date of Issue

Document No

To:

1. The family member of the deceased(Name & address) who applied to the CDAC.
2. Local Registrar of Births & Deaths, who issued the death certificate.
3. Chief Registrar of Births & Deaths, Punjab.
- 4
- 5